

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b> Staff Services Manager I	<b>DISTRICT/DIVISION/OFFICE</b> 03/Maintenance/Maintenance Support	
<b>WORKING TITLE</b> Maintenance Support Manager	<b>POSITION</b> 903-602-4800-xxx	<b>EFFECTIVE. DATE</b> August, 2012

**As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.**

**GENERAL STATEMENT:**

Under the general direction of the Chief, Office of Maintenance Support, a Caltrans Maintenance Manager II, the incumbent has management and supervisory responsibility for directing the fiscal and staff support services for District 3 Maintenance Support. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

- 35% (E)      Manages and supervises maintenance support staff in their duties relating to utility coordination, stormwater, training coordination, Level-of-Service, Adopt-A-Highway. Coordinates with Maintenance Manager II, Maintenance Superintendents, and Maintenance Supervisors regarding clerical and support needs. Responsible for overseeing staff that produces various reports required for effective administration and tracking of the expenditure of personal resources for Maintenance Support.
- 30% (E)      Acts as the contract manager and liaison with the district Budget Office to develop, allocate, and monitor the division budget. Work with district Budget Office to identify potential allocation shortages and/or savings and take appropriate action. Advise Maintenance Manager II of any budget issues and recommend solutions and alternatives. Monitor and control expenditures to ensure compliance. Review and authorize expenditures for service contracts, material, and other operating expense items greater than \$2,000. Ensure proper coding for expenditures and ensure encumbrances are in place for future obligations. Resolve invoice and payment issues.

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

- 20% (E) Provide support to the Maintenance Manager II on a wide variety of complex and sensitive issues including but not limited to: personnel, workload, business practices, policies, procedures, plans, goals, and product quality improvements.
- 10% (E) Oversees and manages the District 3 Maintenance Warehouse including maintaining inventory. Make necessary purchases in compliance with all DPAC and CAL-Card rules and guidelines.
- 5% (M) Assist the MM II with the preparation and presentation of budgetary and personnel tracking reports for District and/or Headquarters.

**SUPERVISION EXERCISED OVER OTHERS:**

The incumbent performs the full range of supervisory duties over professional administrative and warehouse staff.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

Knowledge of principles and practices in public and business administration, including the Department's budget development and administrative process, organization and management, and personnel management. Knowledge of methods used to track and monitor expenditures and resources and basic concepts and principles accounting and cost control and the laws relating to financial administration of state government. Knowledge of current management and supervisory principles and all pertinent laws and rules. Knowledge and understanding of the principles of accident prevention and safety practices. Must understand the principles and practices of employee supervision, development and training.

Must be able to demonstrate a positive attitude and a commitment to conduct business in a professional manner; to reason logically and to utilize a variety of analytical techniques to resolve problems, develop and evaluate alternatives. Must be able to make presentations, use good judgment and be able to communicate and negotiate effectively with management and employees.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Errors in judgment or the absence of action by the incumbent could result in the inability of Division of Maintenance staff to meet objectives and could have a negative impact on the traveling public.

**PUBLIC AND INTERNAL CONTACTS:**

Frequent contact with all levels of District, Regional, and Headquarters staff. Good communication skills and the ability to maintain effective professional working relationships are essential.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Must be able to sit for long periods of time using a computer and telephone. Must be able to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adversity.

**WORK ENVIRONMENT:**

Will work in a climate-controlled office under artificial lighting. Occasional travel may be required.

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I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE